

Security Officer Induction Checklist

Important information for employers and candidates

The candidates taking part in this trial will have completed training which meets the requirements of the Security Industry Authority (SIA) licensing regulations for Security Guards, including the necessary examinations. However, the results of those examinations will not be available at the time that the candidate begins the workplace trial and, therefore, no licence application will have been submitted.

Candidates must not undertake licensable activities until they have either been issued with a relevant SIA licence or, if the employer is a Security Industry Authority Approved Contractor, have been issued with a Licence Dispensation Notice (LDN) in accordance with the terms and conditions of the Approved Contractor scheme, and all other Terms and Conditions of Section 4(4) of the Private Security Industry Act have been met. Both the candidate and the employer will be committing criminal offences if the candidate undertakes licensable activities before he/she has been issued with either a licence or an LDN.

The SIA has agreed the accompanying Induction Checklist and Record of Learning on the basis that candidates will be supernumerary to normal staffing levels, will only observe licensable activities being performed and will not be allowed to undertake those activities (e.g. may accompany a security officer who is patrolling, but may not undertake licensable activities) unless and until a licence or LDN has been issued.

Induction Checklist - Security Officer

NB: Both employer and trainee will be committing criminal offences if the trainee performs any licensable activity and does not hold a relevant Security Industry Authority licence or a properly issued Licence Dispensation Notice.

Week 1

Introduction to the employer's company

- company and business profile
- company health and safety policy and procedures
- other relevant policies/procedures
- terms and conditions of employment
- explanation of working environment
- roles, responsibilities and reporting
- allocation to supervisor/manager
- issue of uniform and equipment (if required)
- issue of company contact names and numbers

Introduction to the Assignment

Introduction to workplace

- explanation of customers business
- prime purpose of security operation at this site
- introduction to colleagues
- identify and/or introduce customer contacts
- shift pattern
- site layout
- refreshment and toilet arrangements
- dress code

Assignment health and safety procedures

- site safety procedures
- reporting arrangements
- sources of First Aid assistance
- location of First Aid equipment
- personal action in event of a fire
- evacuation procedures and assembly points
- personal protective equipment and its use
- locations of any specific risks

Assignment familiarisation

- familiarisation with assignment instructions
- making routine check-calls/signals to control room
- duress/emergency calls to control room
- location/use of equipment used on duty (torches; radios etc)
- location/use of log book, registers etc
- completion of incident reports
- familiarisation with geography of the assignment
- locations of security positions to be staffed
- location of emergency exit routes
- locations of fire alarm points
- locations and use of fire fighting equipment
- explanation of any electronic security systems
- familiarisation with patrol routes
- actions in the event of emergency (intruder; fire; flood; leak; terrorism; accident; vandalism; mechanical/electrical failure)

Week 2	
Work experience	<ul style="list-style-type: none"> - allocation to work team - nomination of supervisor/coach - explanation of tasks routinely performed at this assignment - observation of tasks being performed - regular review of progress with supervisor
Feedback from supervisor to manager	<ul style="list-style-type: none"> - feedback on personal skills and behaviour - feedback received from customer/colleagues (if any) - any additional training and support agreed with trainee
Week 3	
Skills development	<ul style="list-style-type: none"> - reinforcement of generic security knowledge and skills - further develop assignment-specific knowledge and skills - develop customer service skills - extend range of knowledge (assign to new on-site locations) - observation of different shifts/sites (if relevant) - regular review of progress with supervisor
Feedback from supervisor to manager	<ul style="list-style-type: none"> - feedback on personal skills and behaviour - feedback received from customer/colleagues (if any) - any additional training and support agreed with trainee
End of placement review (employer and trainee)	
<ul style="list-style-type: none"> - discuss trainees opinion of work trial - review of performance - statement of skills achieved and knowledge gained - identification of additional training/support required - employment offer (if relevant) - agree individual development plan OR <ul style="list-style-type: none"> - exit interview - revise CV 	

The above structure to form the basis of an agreed programme with the employer but within company procedures, systems and work patterns and within the regulatory framework of the Private Security Industry Act 2001.

Security Officer Induction Checklist Record of learning - WEEK 1	Module Completed		
Introduction to the employer's company (observer only unless learner holds a relevant Security Industry Authority licence or LDN: unlicensed personnel performing security duties are committing a criminal offence)	Date	Initial Learner	Initial Supervisor
1. company and business profile			
2. company health and safety policy and procedures			
3. other relevant policies/procedures			
4. terms and conditions of employment			
5. explanation of working environment			
6. roles, responsibilities and reporting			
7. allocation to supervisor/manager			
8. issue of uniform and equipment (if required)			
9. issue of company contact names and numbers			
Introduction to the Assignment	Date	Initial Learner	Initial Supervisor
10. explanation of customers business			
11. prime purpose of security operation at this site			
12. introduction to colleagues			
13. identify and/or introduce customer contacts			
14. shift pattern			
15. site layout			
16. refreshment and toilet arrangements			
17. dress code			
Assignment health and safety procedures	Date	Initial Learner	Initial Supervisor
18. site safety procedures			
19. reporting arrangements			
20. sources of First Aid assistance			
21. location of First Aid equipment			
22. personal action in event of a fire			
23. evacuation procedures and assembly points			
24. personal protective equipment and its use			
25. locations of any specific risks			
Assignment familiarisation	Date	Initial Learner	Initial Supervisor
26. familiarisation with assignment instructions			
27. making routine check-calls/signals to control room			
28. duress/emergency calls to control room			
29. location/use of equipment used on duty			
30. location/use of log book, registers etc			
31. completion of incident reports			
32. familiarisation with geography of the assignment			
33. locations of security positions to be staffed			
34. location of emergency exit routes			
35. locations of fire alarm points			
36. locations and use of fire fighting equipment			
37. explanation of any electronic security systems			
38. familiarisation with patrol routes			
39. actions in the event of emergencies (fire, flood etc)			

Security Officer Induction Checklist Record of learning - WEEK 2		Module Completed		
Workplace experience (observer only unless learner holds a relevant Security Industry Authority licence or LDN: unlicensed personnel performing security duties are committing a criminal offence)		Date	Initial Learner	Initial Trainer
40. allocation to work team				
41. nomination of supervisor/coach				
42. allocation to tasks to be observed				
43. explanation of specific tasks				
44. observation of performance of tasks				
45. regular review of progress with supervisor				
Feedback from <u>supervisor to manager</u> on:-				
46. performance				
47. personal skills and behaviour				
48. feedback received from customer/colleagues (if any)				
49. any additional training and support agreed				
Notes relating to items 46 – 49 above:-				
Supervisor's signature		Date		
Manager's comments:				
Manager's signature:		Date		

Security Officer Induction Checklist Record of learning - WEEK 3		Module completed	
<p>Skills development (observer only unless learner holds a relevant Security Industry Authority licence or LDN: unlicensed personnel performing security duties are committing a criminal offence)</p> <p>50. reinforce generic security knowledge and skills</p> <p>51. extend assignment-specific knowledge and skills</p> <p>52. develop customer service skills</p> <p>53. extend range of skills (assign to new on-site locations)</p> <p>54. observation of different shifts/sites (if relevant)</p> <p>55. regular review of progress with supervisor</p>	Date	Initial Learner	Initial Supervisor
Feedback from <u>supervisor to manager</u>			
56. feedback on performance			
57. feedback on personal skills and behaviour			
58. feedback received from customer/colleagues (if any)			
59. any additional training and support agreed with trainee			
Notes relating to items 56 - 59 above			
Supervisor's signature		Date	
Manager's comments:			
Manager's signature		Date.	
End of placement review (employer and trainee)		Date	
discuss trainees opinion of work trial			
review of performance			
discuss skills achieved and knowledge gained			
note any additional training/support required			
employment offered? Yes / No		offer accepted? Yes / No	
start date:			
agree individual development plan			
exit interview (if not employed) - reason employment not offered/accepted			
advise learner to revise CV in light of experience gained			

01/10/2007



These materials have been developed by **Skills for Security** in conjunction with employers from the sector and additional materials to support the training programme are available by contacting the Customer Services Manager by email: info@skillsforsecurity.org.uk or telephone: 08450 750 111.